



DELBERT HOSEMANN
Secretary of State

Syllabus for SEMS Basic Class Scheduled for January 31 and Feb 2,7,8,9, 2012

Class Sessions: 1 day - 9:00 a.m. – 4:30 p.m.

The class will include a combination of hands-on training, PowerPoint presentations, instructions, and exercises that will be practiced by each participant.

Topics of the session will include:

Section 1: Accessing SEMS

- 1.1 Live (Production) Program
- 1.2 Test (Practice) Program
- 1.3 Accessing and Using On-line Help

Section 2: SEMS Program Main Menu

- 2.1. Quick Voter Search
- 2.2. Advanced Search
- 2.3. Reporting from Voter Search
- 2.4. Saving a Search as a Query
- 2.5. Running a Saved Search
- 2.6. Printing Search Results
- 2.7. Saving to the Hard Drive

Section 3: SEMS Reports and Labels

- 3.1. Producing a Report
- 3.2. Printing a Voter Movement Report – VR-001
- 3.3. Printing the Report
- 3.4. Printing a Registrant Activity Report – VR-007

Section 4: Duplicate Voters in SEMS

- 4.1. Identifying Potential Duplicates
- 4.2. Merge Messages and Reports
- 4.3. Process Messages

Section 5: Processing State Agency Matches in SEMS

- 5.1. Date of Upload
- 5.2. Department of Health (DOH) Potential Duplicates
- 5.3. Accessing State Agency Options
- 5.4. Administrative Office of Court (AOC) Potential Matches

Section 6: Producing Confirmation/Notification Cards in SEMS

- 6.1. Printing Voter Notification Cards From the Voter Record
- 6.2. Print Voter Confirmation Cards for a Group of Voters
- 6.3. Samples of the VNC
- 6.4. Adjusting Printer Settings for Voter Notification Cards

Section 8: Processing Confirmation/Notification Cards in SEMS

- 8.1. Confirmation Cards Returned by Voter With no Change
- 8.2. Confirmation Cards Returned by the Voter With Address Changes

8.3. Confirmation Cards Returned Marked “Undeliverable” by the Postal Service

8.4. Confirmation Cards not Returned

**Other Topics: Guidelines for Voter Roll Maintenance
Absentee Ballot Processing**

Materials: SEMS Basic documentation - (bring a copy with you to class)

Located on the Secretary of State’s secure site: <https://www.sos.ms.gov/electftp>

Please call if you need assistance accessing these materials.

Additional Details: Location— Mississippi Secretary of State’s Office
401 Mississippi Street, Jackson 39205
Parking— PERS Parking Garage - President Street (see map)
Class size— 12 students